

Air Emission Inventory Update Contact Information Screen

- Three contacts
 - Air Reporting Contact
 - Air Billing Contact
 - Air Responsible Contact
- Change incorrect information
- Use Save button
- Use Find button if a contact record is empty or wrong person
- Use Add button to add a new contact if the find is not successful

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Disclaimer

Information shown on screens for this tutorial was taken from test data developed for the air emission reporting program. Device, process, and other information from existing facilities were used for illustrative purposes only. Existing facility data was used to show typical usage of screens in the program. None of the information presented in the following screens should be viewed as accurate information.

Contact Information

You should review each of the three air contacts on this screen—air reporting contact, air billing contact, and air responsible contact. You can do this by clicking on the 'Update Contacts' navigation link located on the left side of the screen.

Air and Waste Contact Page - Microsoft Internet Explorer provided by Wisconsin DNR

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Address https://ua.dnr.wisconsin.gov/crs/crsexternal/AI_WM_Contact.aspx?lastname=Patterson Go Links

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Annual Reporting Home
Update Facility Info
Update Contacts
Update Device/Process
Completeness Check
Submit Data
Summary Report

Facility - 111003090 : Alliant Energy-Columbia Generating Station
DNR Contact : MICHAEL SLOAT, (608) 524-3896

CONTACT (CONTACT FORM)

Contact Types
☒ Air Reporting Contact
☐ Air Billing Contact
☐ Air Responsible Contact

First Name: CHRIS
Middle Init:
Last Name: HELSE
Title:
Phone Number: 555 555 5555 Extension:
Email Address: christopherhelser@alliantenergy.com
Address: W8375 MURRAY ROAD
Address Cont.:
City: PARDEEVILLE State: WISCONSIN Zip: 53954
Comments: 252-3095 POYNETTE NUMBER FOR CGS

Please Search for Existing User before adding!

[Save Contact Information](#) [Find Contact](#) [Add New](#)

Done Local intranet

If any of the information for these contacts is incorrect then overwrite that information and click on the save contact information button.

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CONTACT (CONTACT FORM)

Contact Types
☒ Air Reporting Contact
☐ Air Billing Contact
☐ Air Responsible Contact

First Name CHRIS
Middle Init
Last Name HELSER
Title
Phone Number 555 555 1234 Extension 1234
Email Address christopherhelser@alliantenergy.com
Address W8375 MURRAY ROAD
Address Cont.
City PARDEEVILLE State WISCONSIN Zip 53954
Comments 252-3095 POYNETTE NUMBER FOR CGS

Please Search for Existing User before adding!
Saved Air Reporting Contact

Save Contact Information Find Contact Add New

Done Local intranet

If the person in the role is wrong, search for the correct contact first by clicking on the Find Contact button.

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CONTACT (CONTACT FORM)

Contact Types

- ☒ Air Reporting Contact
- ☐ Air Billing Contact
- ☐ Air Responsible Contact

First Name CHRIS
Middle Init
Last Name HELSE
Title
Phone Number 555 555 1234 **Extension** 1234
Email Address christopherhelser@alliantenergy.com
Address W8375 MURRAY ROAD
Address Cont.
City PARDEEVILLE **State** WISCONSIN **Zip** 53954
Comments 252-3095 POYNETTE NUMBER FOR CGS

Please Search for Existing User before adding!

Save Contact Information **Return**

Keyword/Last Name **Search**

Click on the box next to the name of the person found in the search.

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CONTACT (CONTACT FORM)

Contact Types

- ☒ Air Reporting Contact
- ☐ Air Billing Contact
- ☐ Air Responsible Contact

First Name

Middle Init

Last Name

Title

Phone Number Extension

Email Address

Address

Address Cont.

City State Zip

Comments

Please Search for Existing User before adding!

Keyword/Last Name

	Last Name	First Name
<input type="checkbox"/>	LOKENVITZ	JERALD

Done

Start Attachme... air_emissi... Macromed... 2006 Air and ... Adobe Ac... DNR Bug ... News :: I... 10:09 AM

The information for that person will be loaded into the reporting role.

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CONTACT (CONTACT FORM)

Contact Types

- ☒ Air Reporting Contact
- ☐ Air Billing Contact
- ☐ Air Responsible Contact

First Name JERALD

Middle Init

Last Name LOKENVITZ

Title

Phone Number 555 555 1234 Extension

Email Address jeraldlokenvitz@alliantenergy.com

Address Columbia Energy Center

Address Cont. W8375 Murray Road

City Pardeeville State WISCONSIN Zip 53954

Comments 252-3095 POYNETTE NUMBER FOR CGS

Please Search for Existing User before adding!

[Save Contact Information](#) [Return](#)

	Last Name	First Name
<input checked="" type="checkbox"/>	LOKENVITZ	JERALD

Keyword/Last Name LOKENVITZ [Search](#)

Done Local intranet

If the person is not found, then add a new contact by first clicking on the 'Return' button.

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CONTACT (CONTACT FORM)

Contact Types

☒ Air Reporting Contact

☐ Air Billing Contact

☐ Air Responsible Contact

First Name JERALD

Middle Init

Last Name LOKENVITZ

Title

Phone Number 555 555 1234 Extension

Email Address jeraldlokenvitz@alliantenergy.com

Address Columbia Energy Center

Address Cont. W8375 Murray Road

City Pardeeville State WISCONSIN Zip 53954

Comments 252-3095 POYNETTE NUMBER FOR CGS

Please Search for Existing User before adding!

Save Contact Information Return

No Contacts found with Keyword!

Keyword/Last Name parnelli Search

Done Local intranet

Click on the 'Add New' button.

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Title
Phone Number 555 555 1234 **Extension**
Email Address jeraldlokenvitz@alliantenergy.com
Address Columbia Energy Center
Address Cont. W8375 Murray Road
City Pardeeville **State** WISCONSIN **Zip** 53954
Comments 252-3095 POYNETTE NUMBER FOR CGS

Please Search for Existing User before adding!

[Save Contact Information](#) [Find Contact](#) [Add New](#)

Add information for the new person and then click the 'Save Contact Information' button.

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Contact Types

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☐ Air Billing Contact
☐ Air Responsible Contact

First Name
Middle Init
Last Name
Title
Phone Number Extension
Email Address
Address
Address Cont.
City State zip
Comments

Please Search for Existing User before adding!
Saved Air Reporting Contact

Done Local intranet

You should review each contact and save information for that contact. Save information for that contact even if the information is correct. When you have successfully completed this task, you will see a check mark next to the 'Update Contacts' link on the left side navigation area.

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Update Facility Info

✓ Update Contacts

Update Device/Process

Completeness Check

Submit Data

Summary Report

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DNR Contact : MICHAEL SLOAT, (608) 524-3896

CONTACT (CONTACT FORM)

Contact Types

☐ Air Reporting Contact
☐ Air Billing Contact
☒ Air Responsible Contact

Empty Record

First Name: JERALD

Middle Init:

Last Name: LOKENVITZ

Title:

Phone Number: 555 555 5555 Extension:

Email Address: jeraldlokenvitz@alliantenergy.com

Address: Columbia Energy Center

Address Cont.: W8375 Murray Road

City: Pardeeville State: Zip: 53954 000

Comments:

Please Search for Existing User before adding!

All Contacts Saved!

Save Contact Information Return

	Last Name	First Name
✓	LOKENVITZ	JERALD

Done Local intranet